

NCOA^{Link}® Software Interface Distribution Certification Procedures

Attention Distributor Licensee Applicants: *Applicant is prohibited from representing to third parties that USPS has certified Applicant's software product until USPS issues a software certification notice and Software Interface Distribution License Agreement to Licensee as described in Step 2, below. Prior to receiving the software certification notice from USPS and executing a Software Interface Distribution License Agreement with USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the NCOA^{Link} product.*

The following material describes the process for an Applicant to qualify for a license to distribute NCOA^{Link} software. Information for each step of the certification process is included.

Full requirements are set forth in the USPS NCOA^{Link} License Agreements and related documents. In the event of a conflict between this document and the standard NCOA^{Link} License Agreement, the terms of the NCOA^{Link} License Agreement prevail.

Applicant must submit all materials to USPS at the following address:

NCOA^{Link} PRODUCT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Step 1. Application and Self-Certification Statement Approval

The following documentation must be completed and submitted by Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Web Access Request Form

USPS will notify Applicant if it determines that Applicant has completed Step 1 to the satisfaction of USPS.

Step 2. Execution of License

Upon successful completion of Step 1 and issuance of a certification notice under the separate Software Development License, USPS will forward a standard NCOA^{Link} Software Interface Distribution License Agreement ("License Agreement") for signature. **The NCOA^{Link} License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.** Upon receipt of the original signed standard NCOA^{Link} Software Interface Distribution License Agreement, the USPS Contracting Officer's Representative will execute the license agreement and a copy of the executed license agreement and an invoice

reflecting the pro-rated license fee will be sent to the NCOA^{Link} Software Interface Distributor via Priority Mail[®].

Payment must be received within ten (10) calendar days from receipt of the executed license agreement. Once payment is received USPS will list the Licensee as a Licensed NCOA^{Link} Distributor on its Rapid Information Bulletin Board (RIBBS) web-site.

The Software Interface to be distributed under the standard Software Interface Distribution License Agreement must be developed, certified and maintained by Applicant under a separate Software Interface Developer Agreement.

Step 1
NCOA^{Link}® Software Interface Distribution
Application

Please Print:

Company Name: _____
Company Address: _____
City: _____ State: _____ ZIP + _____
North American Industry Classification System (NAICS): _____
Telephone No.: _____ Fax No.: _____
Contact Name: _____
Parent Company (if applicable): _____
E-mail Address: _____

Terms and Conditions of Application for License

1. Applicant understands and agrees that: (a) the NCOA^{Link} product may only be used by Applicant or parties using Applicant's NCOA^{Link} software program(s) ("software") to update existing mailing lists that are used to prepare mail for the purpose of acceptance and delivery by the United States Postal Service; (b) Applicant must represent to parties interested in using its software that use of Applicant's software is restricted to parties that have been approved to enter into NCOA^{Link} product license agreements with the United States Postal Service (USPS); and (c) Applicant (if it enters into an NCOA^{Link} product license agreement for the sale of its software) is prohibited from selling and/or distributing its software to any party that is not approved for a USPS NCOA^{Link} product license.
2. Prior to consideration for an NCOA^{Link} Interface Distribution license, Applicant must demonstrate its capability of software development, support and maintenance to the sole satisfaction of USPS. **Applicant must submit the Self-Certification Statement, along with this Application** to enable USPS to make this determination.
3. Applicant is not eligible to receive an NCOA^{Link} Commercial Sale and Distribution license prior to USPS: (a) completing its acceptance testing of the software, (b) determining, in its sole discretion, that the testing is successful, and (3) certifying the Applicant's specific NCOA^{Link} software.
4. Applicant is prohibited from representing to third parties that USPS has certified Applicant's software until such time as Applicant receives a software certification notice from USPS. Prior to receiving the software certification notice from USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the NCOA^{Link} product.
5. USPS is not liable for any and all costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the development or testing of Applicant's proposed NCOA^{Link} software.
6. Applicant is in good standing under all existing license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.

7. USPS may elect not to award Applicant a Commercial Sale and Distribution license agreement in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.
8. Applicant shall submit written notice to USPS of any material change to the information submitted as part of the application and supporting documents within thirty (30) days of the occurrence of such change.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a USPS NCOA^{Link} Software Interface Distribution License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (US Code, Title 18, Section 1001.)

Applicant Name: _____

By: _____ (Signature)

Name (please _____

Title: _____

Date: _____

Step 1
NCOA^{Link}® Software Interface Distribution
Confidentiality Statement

All material supplied in connection with the application for and use of NCOA^{Link} Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with NCOA^{Link} technology and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose, without the prior express written consent of the United States Postal Service.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to using the NCOA^{Link} Product. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards an NCOA^{Link} License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into of an NCOA^{Link} License or any other agreement with the United States Postal Service, unless such agreement specifically refers to this Confidentiality Statement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.

Product Name: _____ NCOA^{Link} Product _____

Company Name (please print): _____

Name (please print): _____

Title: _____

Signature: _____ Date: _____

Please sign and return to:
NCOA^{Link} LICENSING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Step 1
NCOA^{Link®} Software Interface Distribution
Self-Certification Statements

The following provides clarification and specifics for Item 2 of the Application. This must be provided for evaluation along with the Application.

1. A narrative describing the nature of the applicant's business, with emphasis on its experience in software development, support and maintenance.
2. A description of how the applicant plans to utilize NCOA^{Link} technology as part of its business or service offering.
3. Key Personnel list (attached)
4. Centralized distribution email address (refer to Section 4.6 in the Interface Distribution Licensee Performance Requirements) _____
5. PS Form 1357, Web Access Request Form (to obtain a current copy of this document, please visit, <http://www.usps.com/forms/pdf/ps1357w.pdf>)

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

Step 1
NCOA^{Link}® Software Interface Distribution
Key Personnel

LICENSING CONTACT: (Primary contacts for licensing issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4TM: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

SITE CONTACT: (Primary contacts for operational issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

MEDIA CONTACT: (Primary contacts for DVD fulfillment)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

Step 1
NCOA^{Link®} Software Interface Distribution
Key Personnel

TECHNICAL CONTACT: (Primary contacts for technical issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - Ext: _____ FAX: () -
Primary Contact: _____
Phone: () - Email: _____
Alternate Contact 1: _____
Phone: () - Email: _____
Alternate Contact 2: _____
Phone: () - Email: _____

MARKETING CONTACT: (Information to be posted on USPS RIBBS Website ☐ YES ☐ NO)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - Ext: _____ FAX: () -
Primary Contact: _____
Phone: () - Email: _____
Alternate Contact 1: _____
Phone: () - Email: _____
Alternate Contact 2: _____
Phone: () - Email: _____
Company Web site: _____
Customer Service Email: _____
Customer Service Phone: _____

BILLING CONTACT: (Primary contacts for billing issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - Ext: _____ FAX: () -
Primary Contact: _____
Phone: () - Email: _____
Alternate Contact 1: _____
Phone: () - Email: _____
Alternate Contact 2: _____
Phone: () - Email: _____

Step 2

NCOA^{Link}® Software Interface Distribution Execution of License

Upon USPS determining that Developer has successfully completed Step 1 and USPS issuance of a software certification notice under separate License Agreement, USPS will forward an approval letter, a prorated fee chart and a standard NCOA^{Link} Software Interface Distribution License Agreement to Applicant. **The NCOA^{Link} License Agreement must be signed by an officer who possesses all necessary legal authority to sign on behalf of the company, firm, or organization.** The signed, original agreement and fee payment must then be returned to the USPS at the following address:

**NCOA^{Link} LICENSING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001**

Upon USPS review and approval of the signed License Agreement and receipt of the license fee, USPS shall execute the License Agreement and return a copy to Applicant.